Instructions: Travel Expense Account Settlement for Employees

Step 1:

1. Enter “X” into the Employee Travel Box
2. Enter your name, title, and WVOASIS ID. If you do not know your WVOASIS ID, leave this blank or contact Vanesse Myers (vanesse.myers@wv.gov).
3. Enter your HOME address and city.
4. Enter the state and zip code for your home address. In “Headquarters” in the city where your work office is located. Enter your normal work hours, such as 8:30am – 5:00pm.
5. In “Department”, enter Library Commission. In “Division”, enter Administrative Services, Library Development & Services, Network Services, or Special Services. You may leave the “Section” blank.
6. In “Travel Purpose”, enter a brief justification as why the travel was necessary.
7. If you used a state vehicle, mark “X” in the “State Car” box. If you used a personal car, mark “X” in the “Personal Car” box. The “Current Mileage Rate” is already entered. To check the mileage rate use the GSA.gov link provided.
8. If you are attending training, conferences, etc. that require registration, mark “X” in the “Yes” box. If you are not, mark “X” in the “No” box. Attach the completed registration form.

Step 2:

Enter all expenses incurred with your travel, including those paid for by other sources, i.e. the state or hosting organizations. Click on the cells with the Red Triangles to what to enter in each column.
Step 3:

1. Enter information from the “Other” column in Step 2 into the “Other Expenses” box. The “Total Other Expenses” should sum to the “Other” column in Step 2. For any expenses entered in Step 2 that were paid by sources other than the employee, enter the details in the “Expenses Paid by Other Sources/Advances”.

2. Use these “PMT Codes” for the “PMT CODE” column in the Expenses Paid by Other Sources/Advances box. For example, enter “DB” if the agency booked your hotel room. The “Total Reimbursable Amount” is calculated for you and is the amount you will be reimbursed (Total Expenses – Total Paid by Other Sources/Advances = Total Reimbursable Amount).

Step 4:

Enter any additional notes or comments to clarify if necessary. Sign and date the form and send to your supervisor for approval.

Step 5:

Do not enter anything in this section.
If you need additional expense lines for Step 2 and 3, click on the “Continuation” tab.

Remember to attach all applicable receipts and documentation. If you need assistance, contact Vanesse Myers (304-558-2041 or vanesse.myers@wv.gov).